



NEWPORT
KENTUCKY

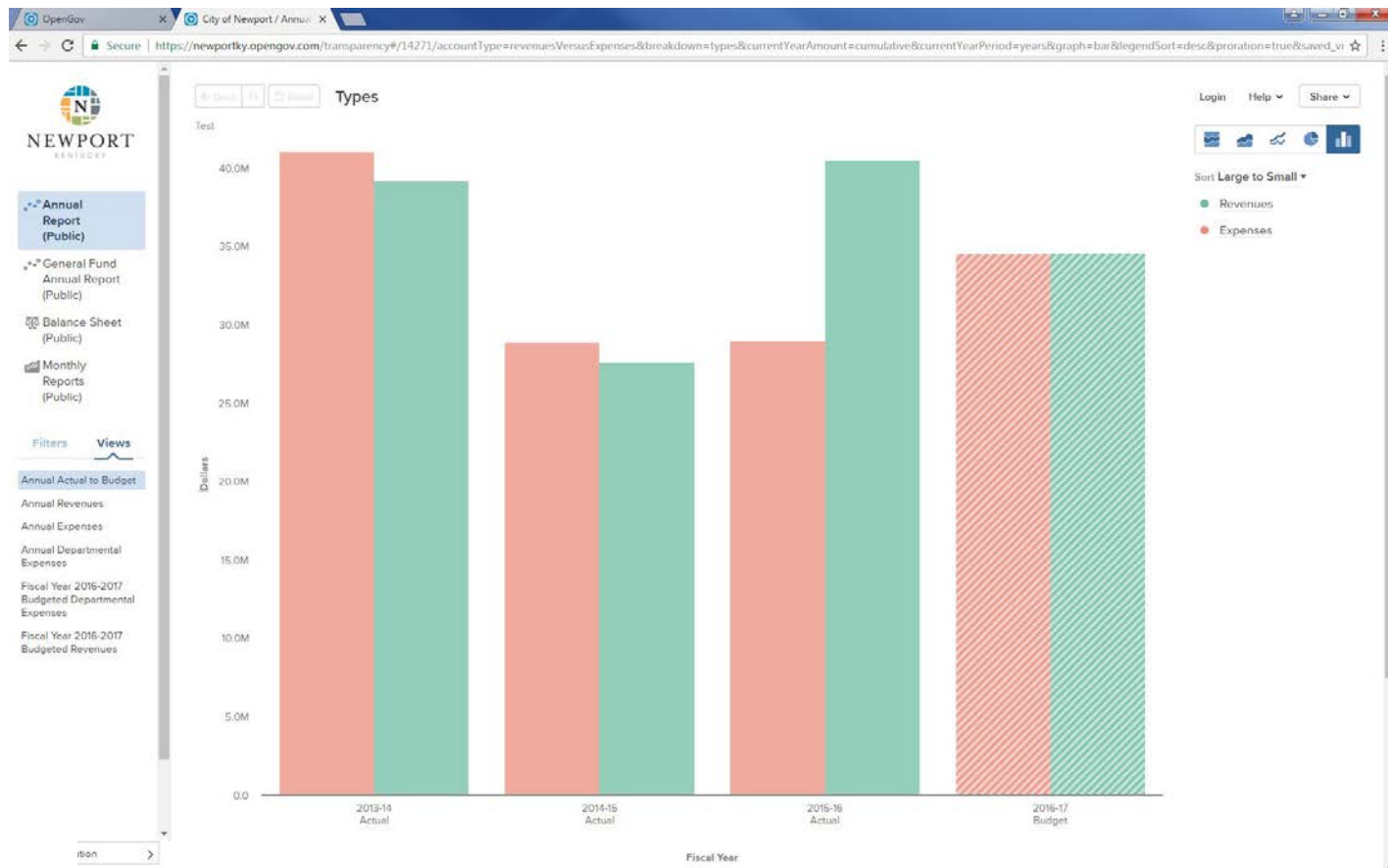
City of Newport, Kentucky



City of Newport, Kentucky Fiscal & Budget Transparency Tool User Guide

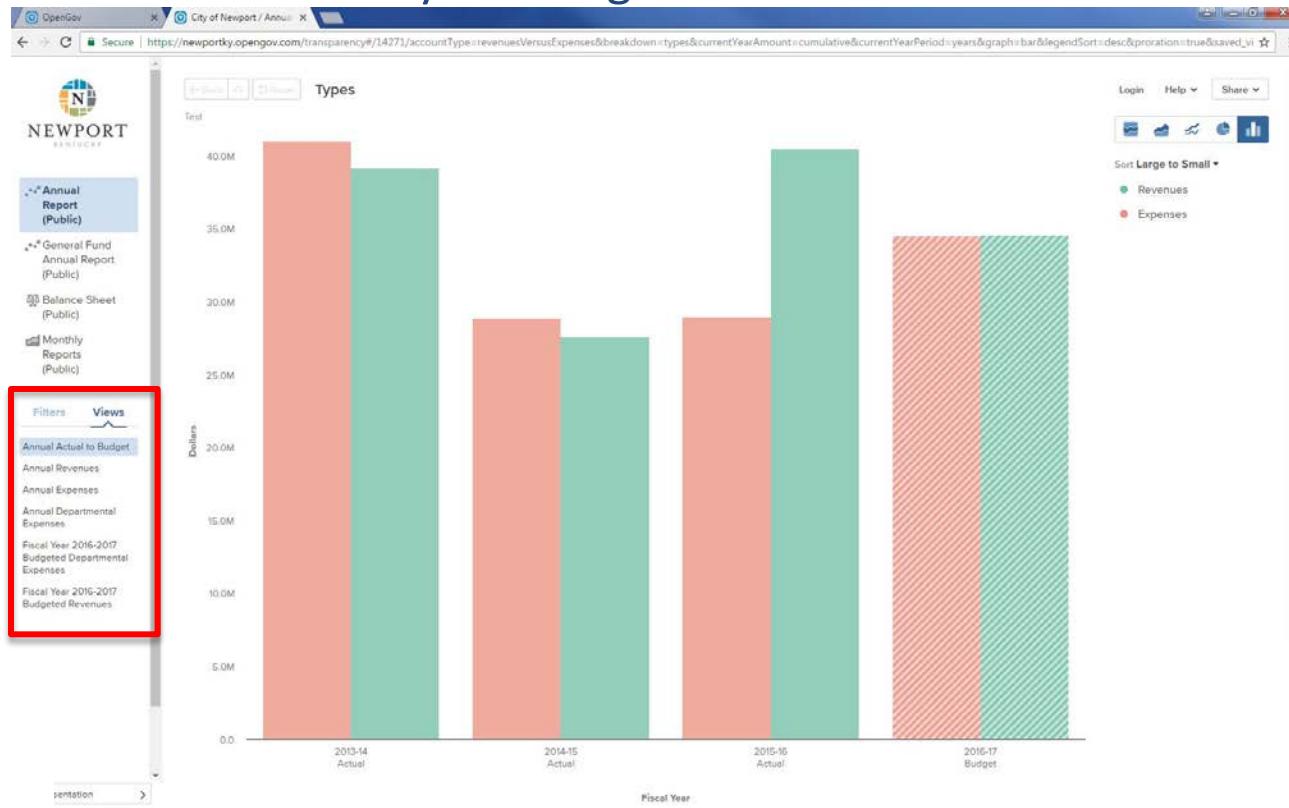
Newport's Fiscal & Budget Transparency Tool: User Guide

Newport's Fiscal and Budget Transparency Tool allows you to access full financial data on easy-to-understand charts and graphs, in just a few clicks.



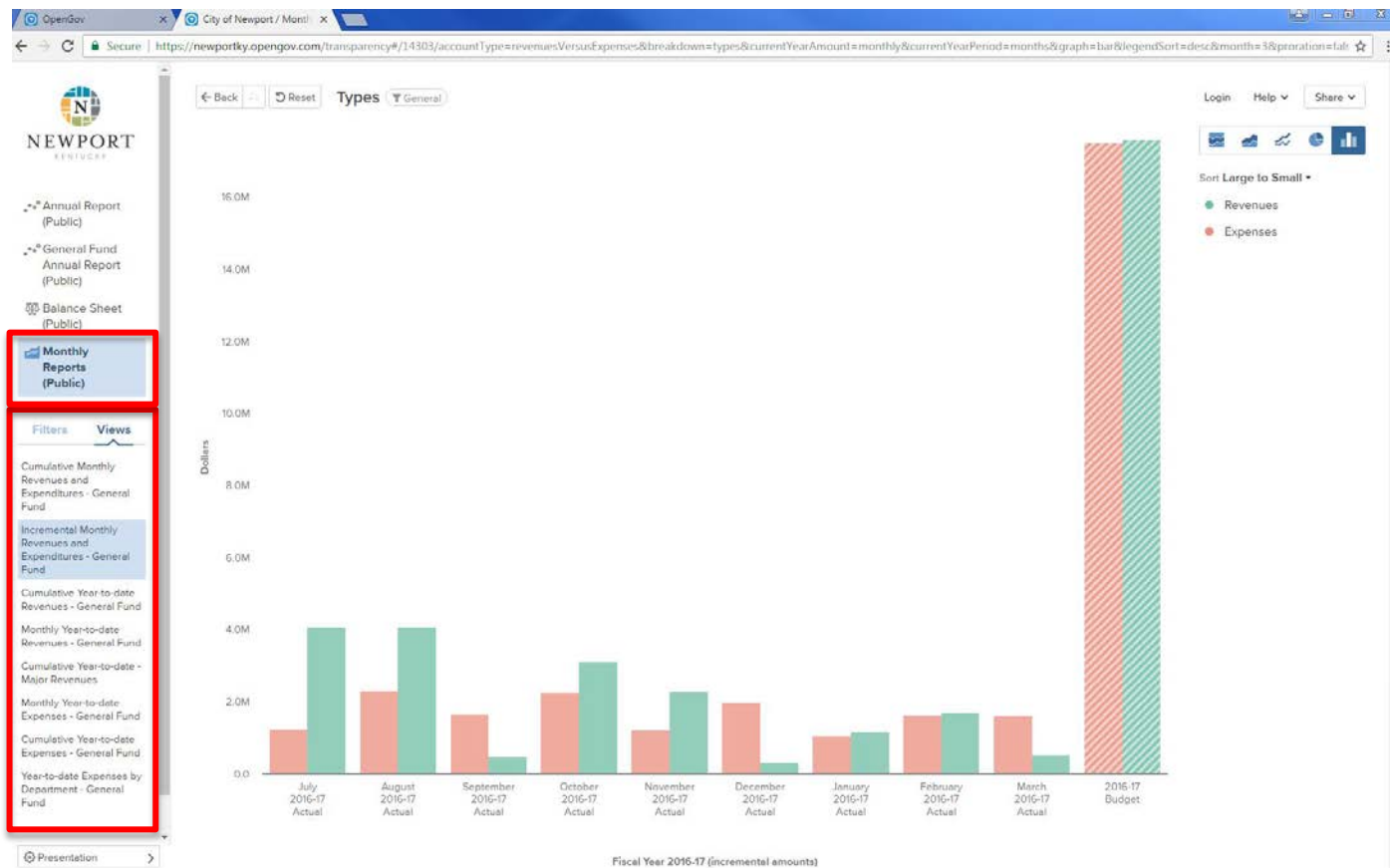
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The Annual report displays revenues & expenses by Fiscal Year for all City Funds. The **Saved Views** to the left allow you to easily find most frequently used more detailed reports, including breakouts of both revenues and expenses as well as current year budget information.



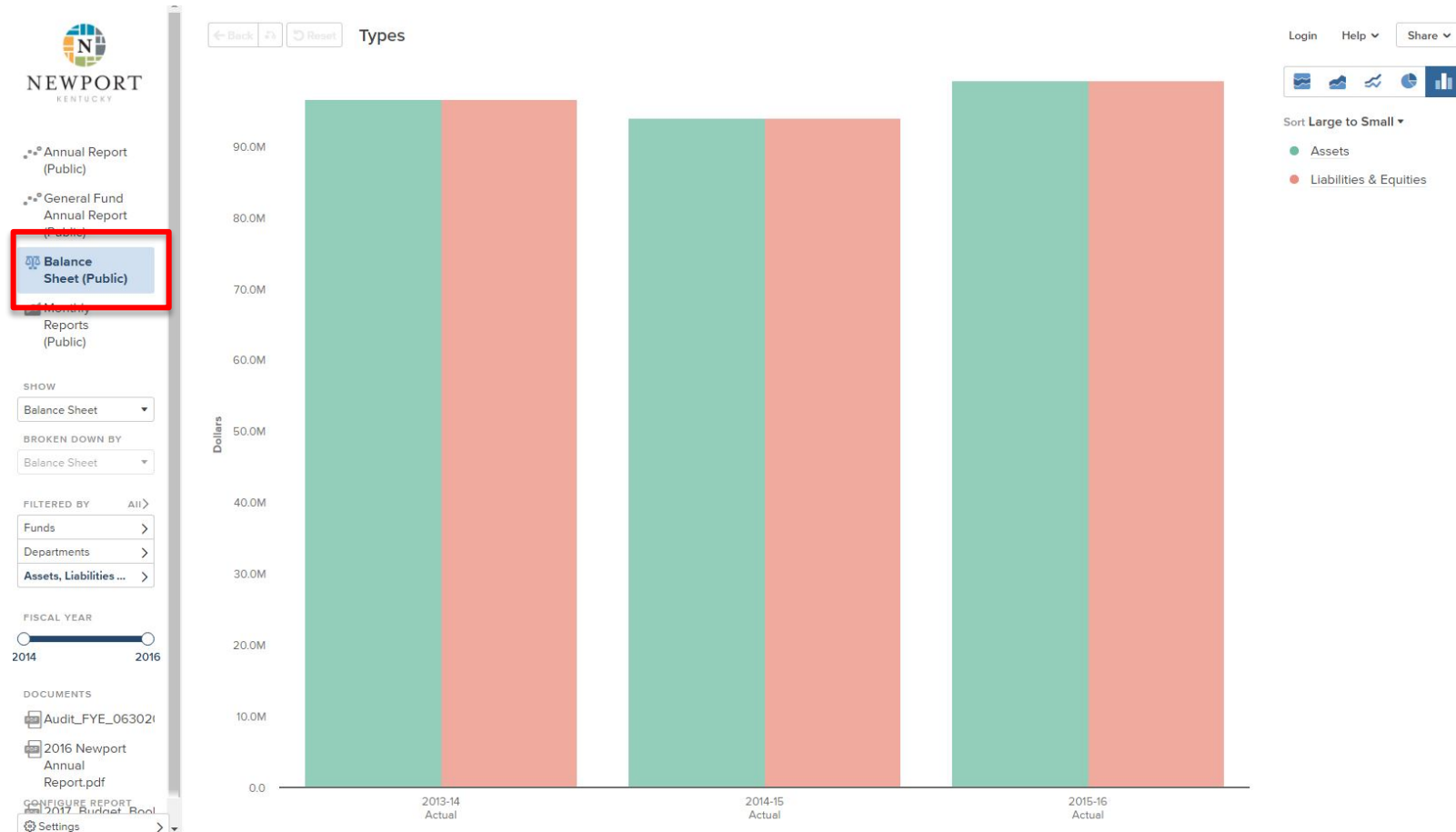
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The Monthly Report displays revenues & expenses by Fiscal Year for all City Funds. Click on any of the **Saved Views** to see answers to your most frequently asked questions, including monthly and year to date information.



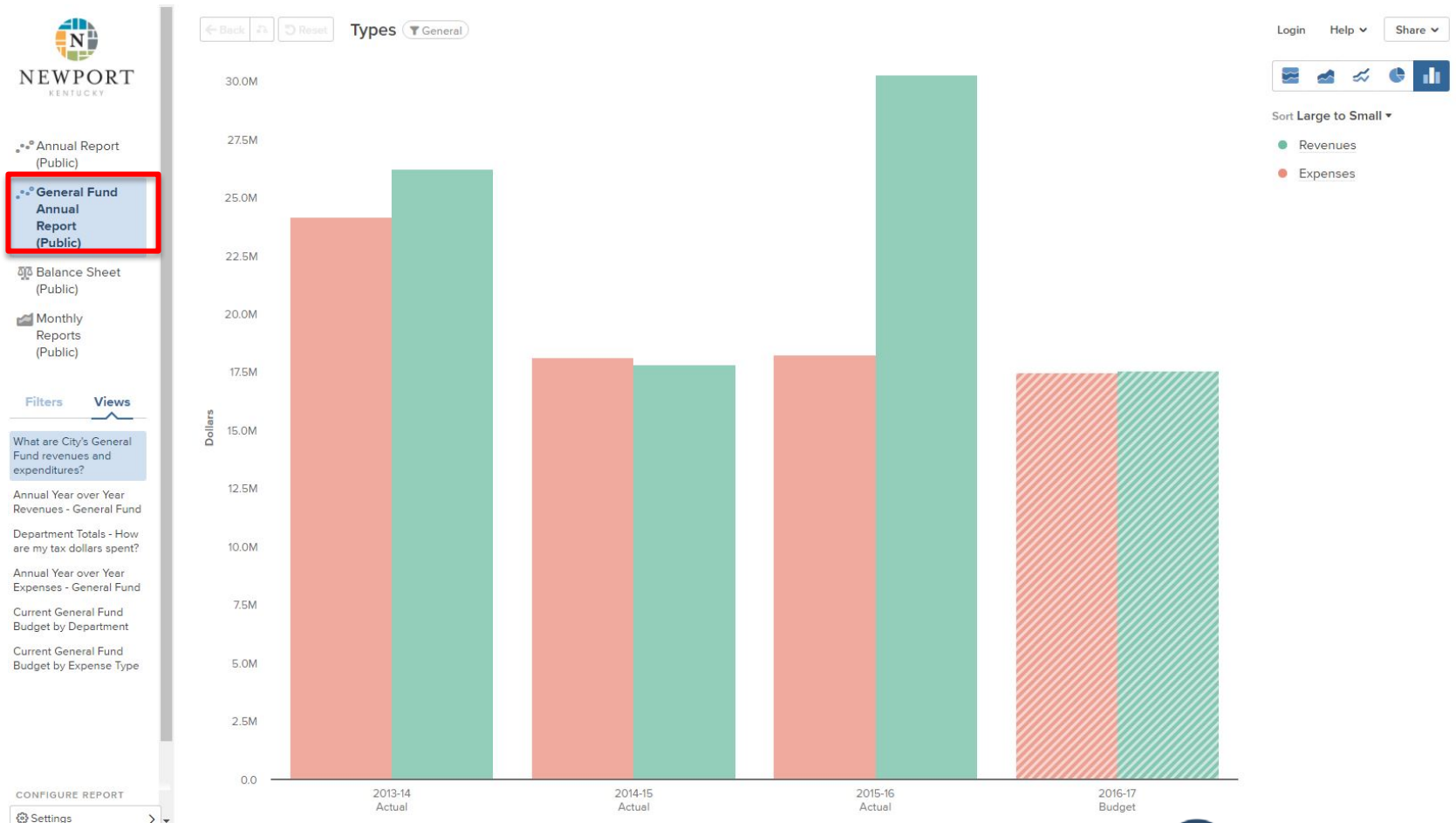
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The Balance Sheet Report displays the City's assets, liabilities and equity following each Fiscal Years' Audit.



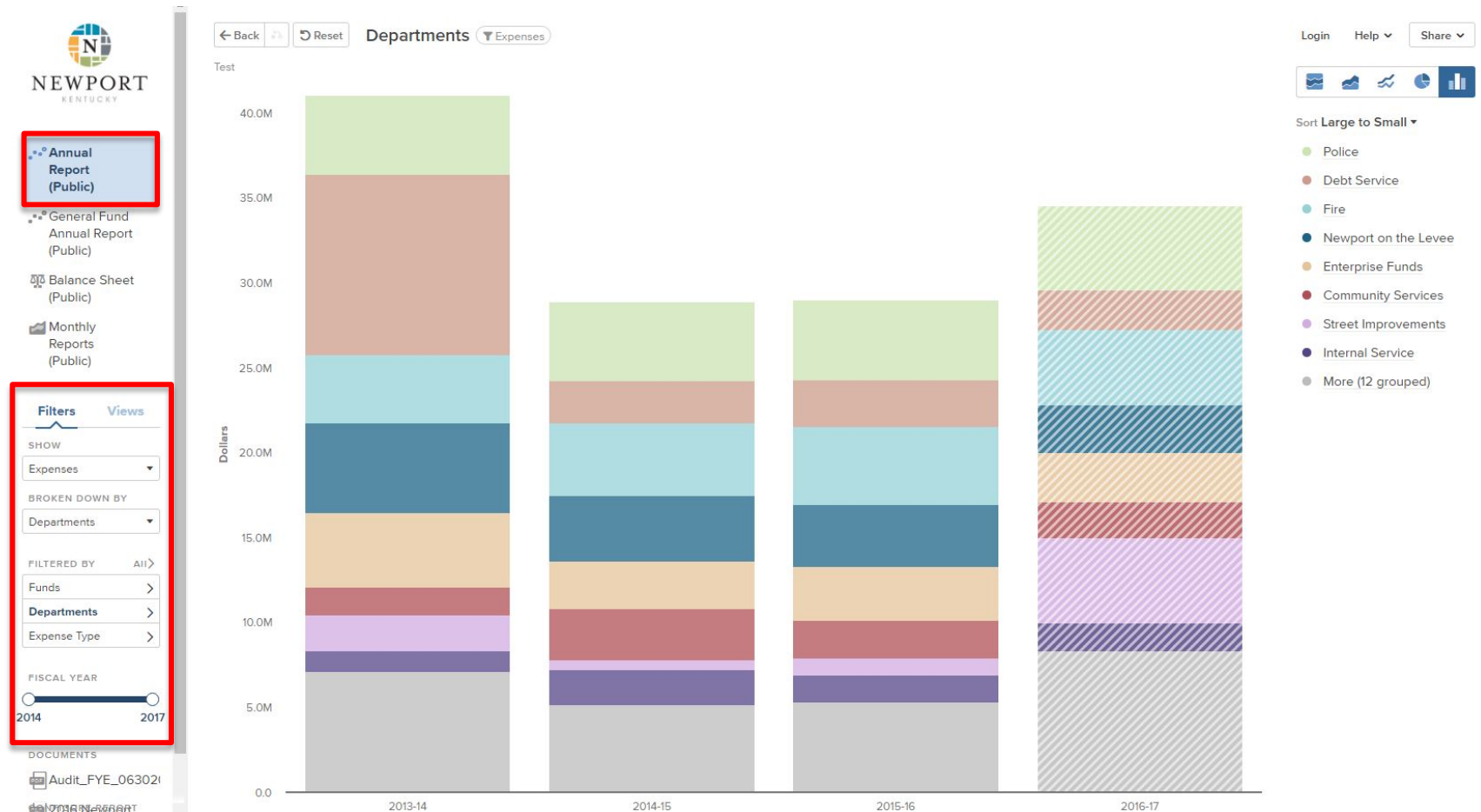
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The General Fund Annual Report displays detailed information on the City's General Fund.



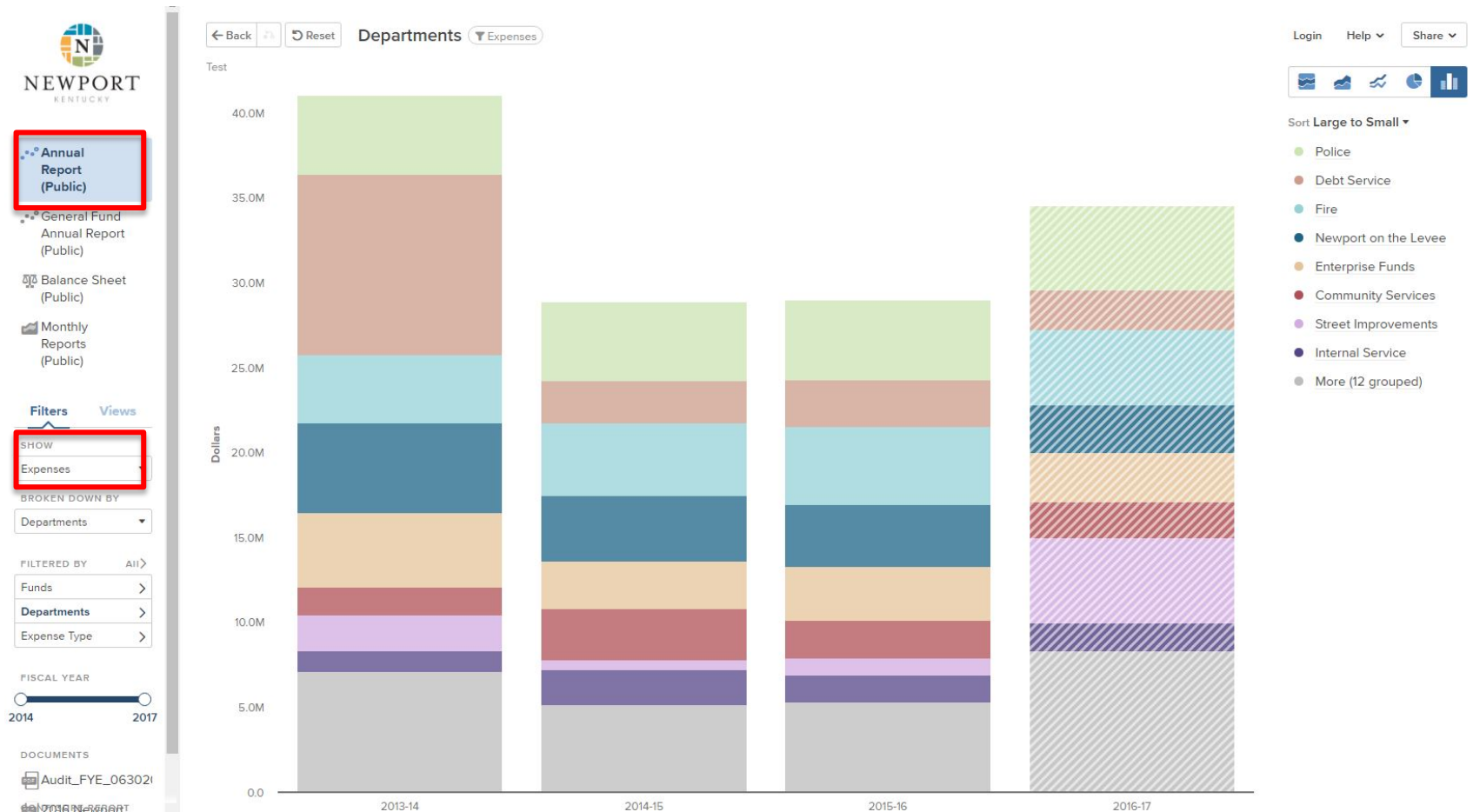
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Use the various **Filters** on the left panel to build the view you want and understand the data in different ways.



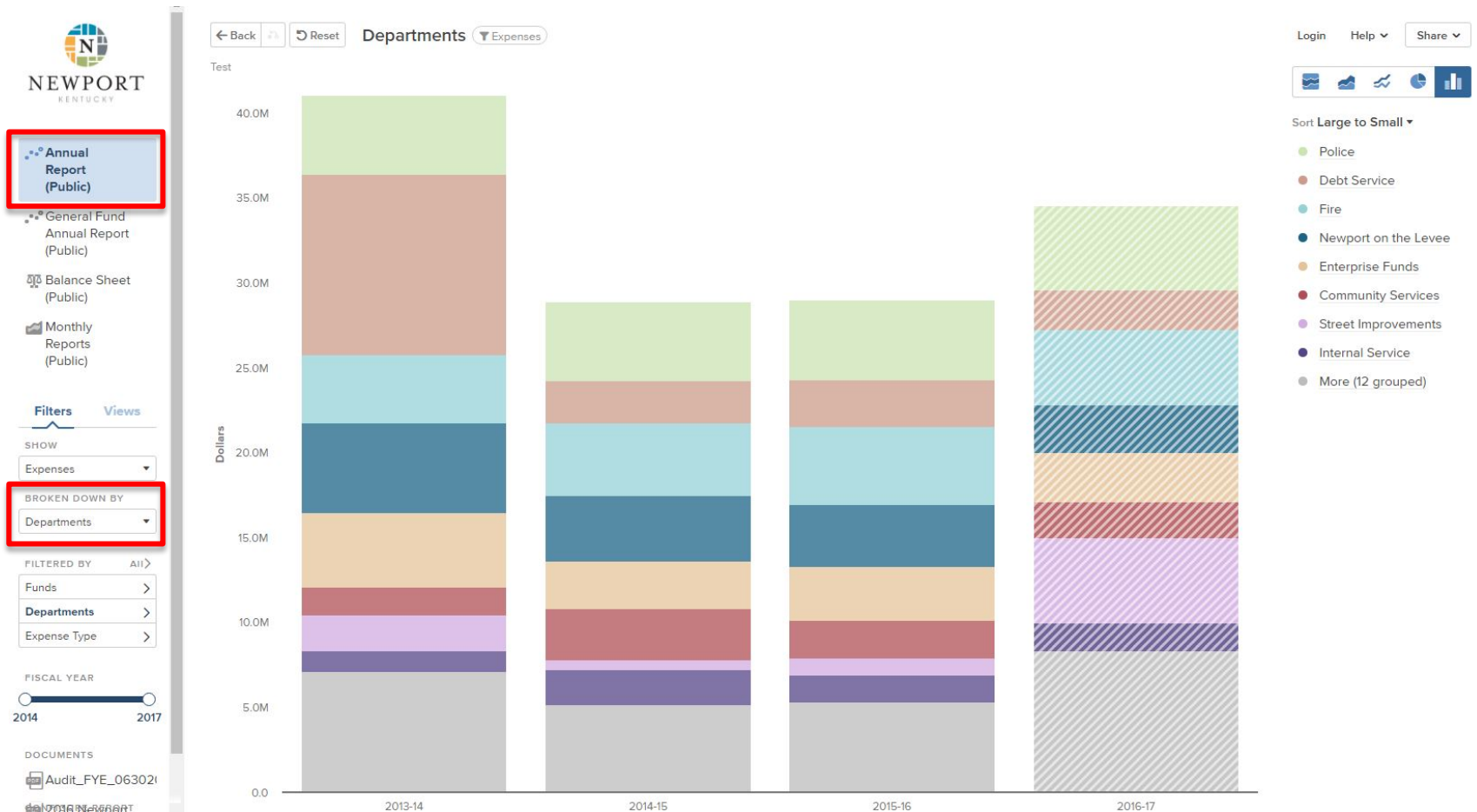
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The **Show drop-down** allows you to see the data that is of most interest to you.



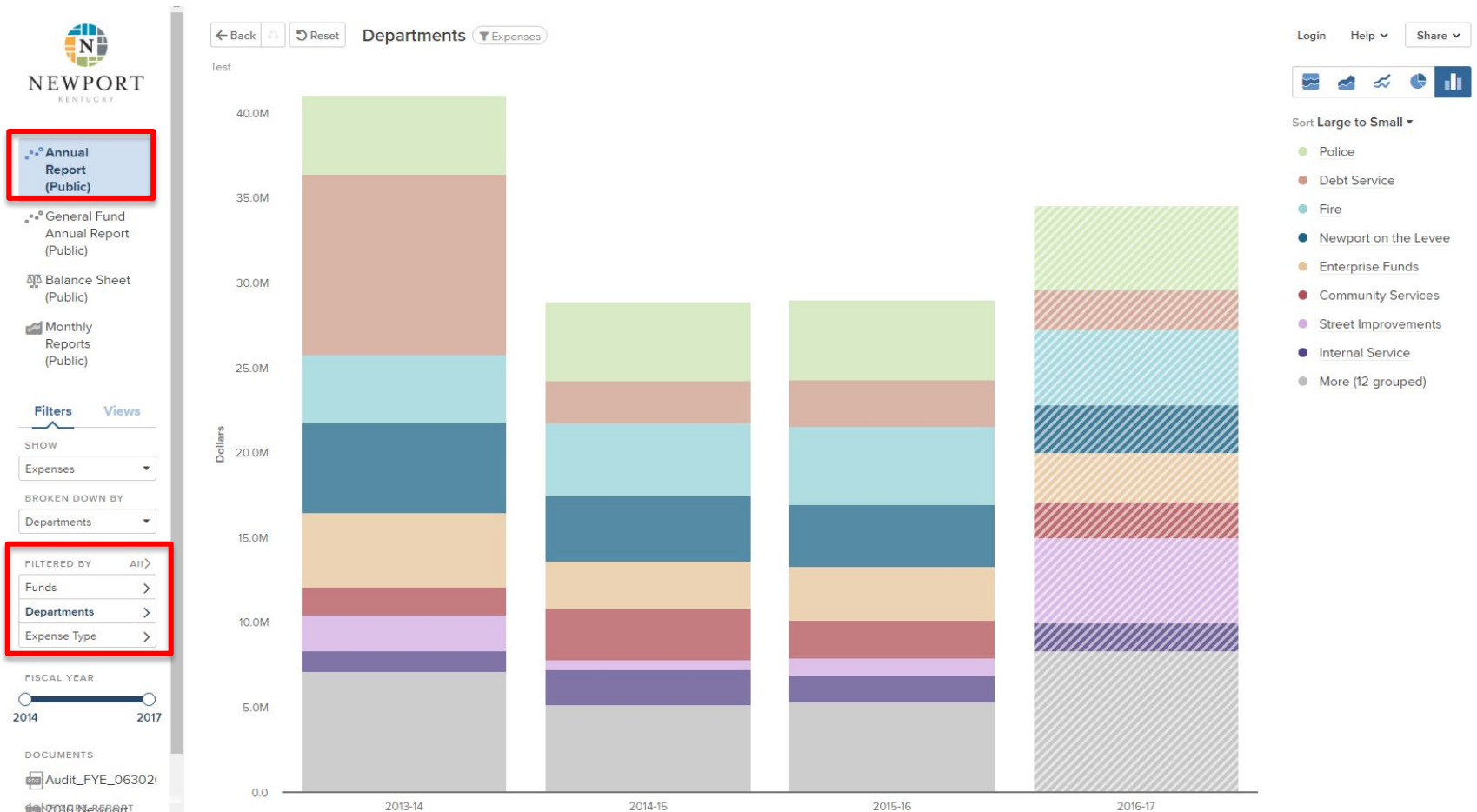
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The **Broken Down By drop-down** allows you to specify the category you would like the data to be organized by in your view.



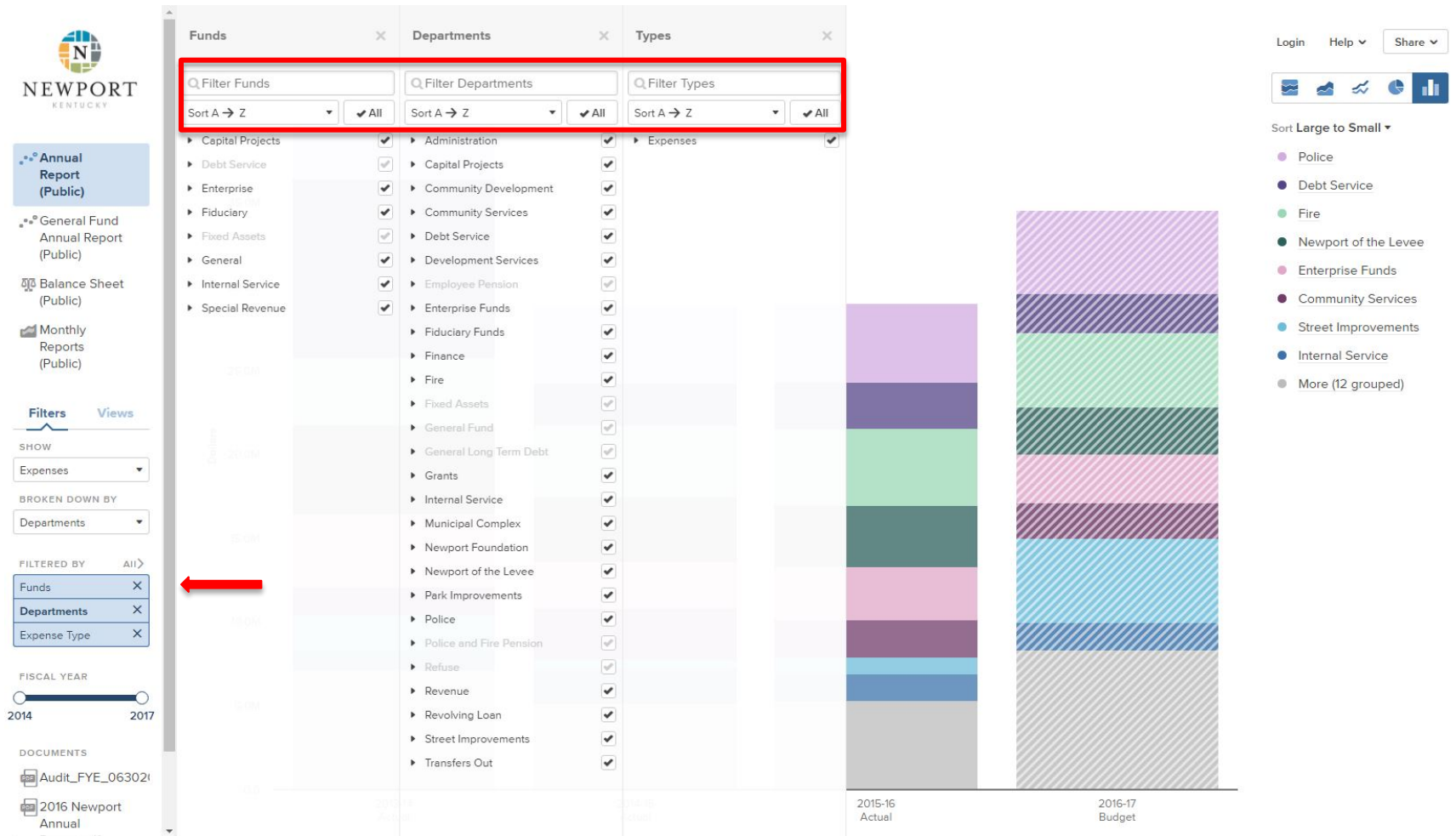
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Use the **Filtered By** option to view the data filters. These filters allow you to select exactly which data you want to include and exclude in your graph.



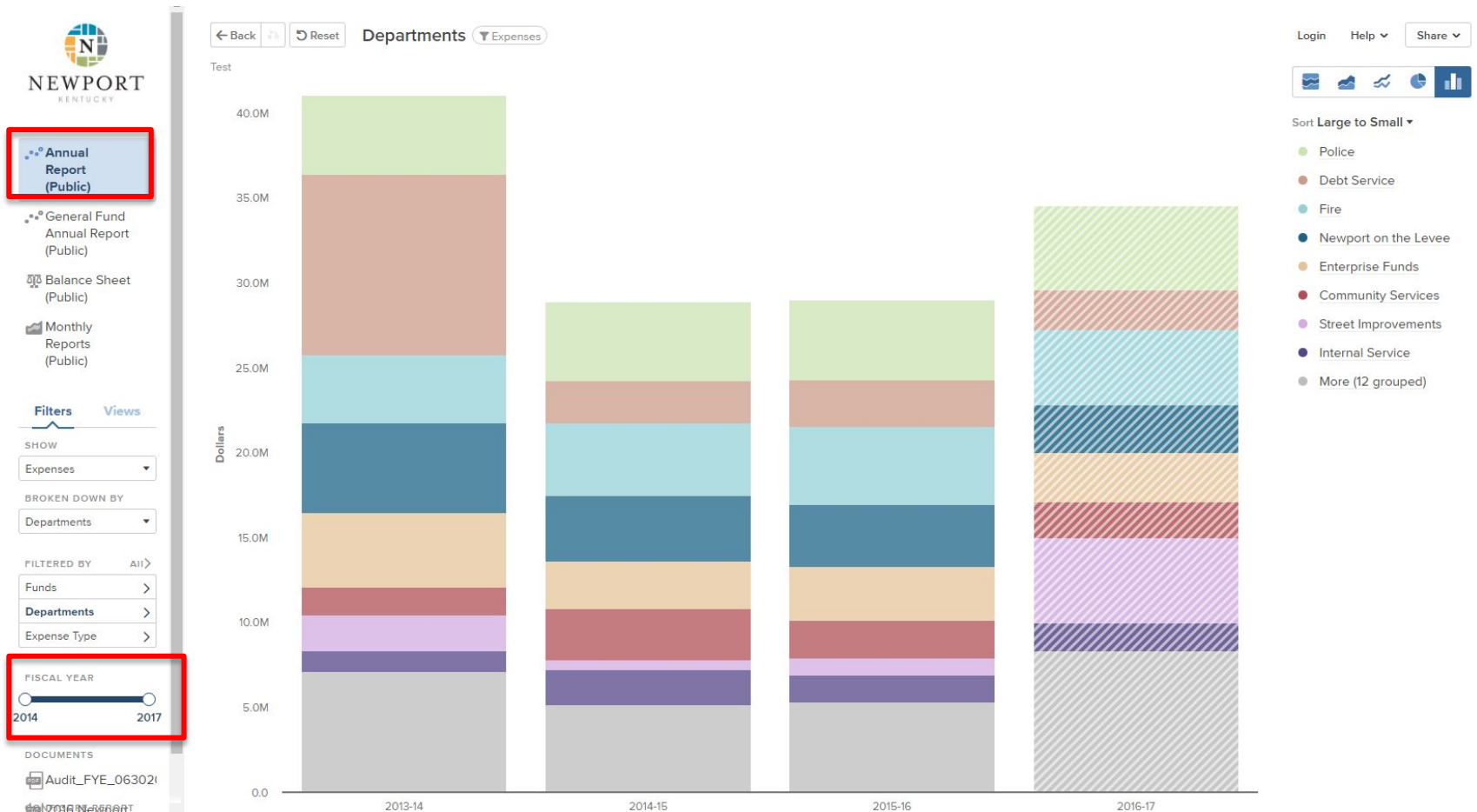
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Use the **Search** function within each filter to find something specific.



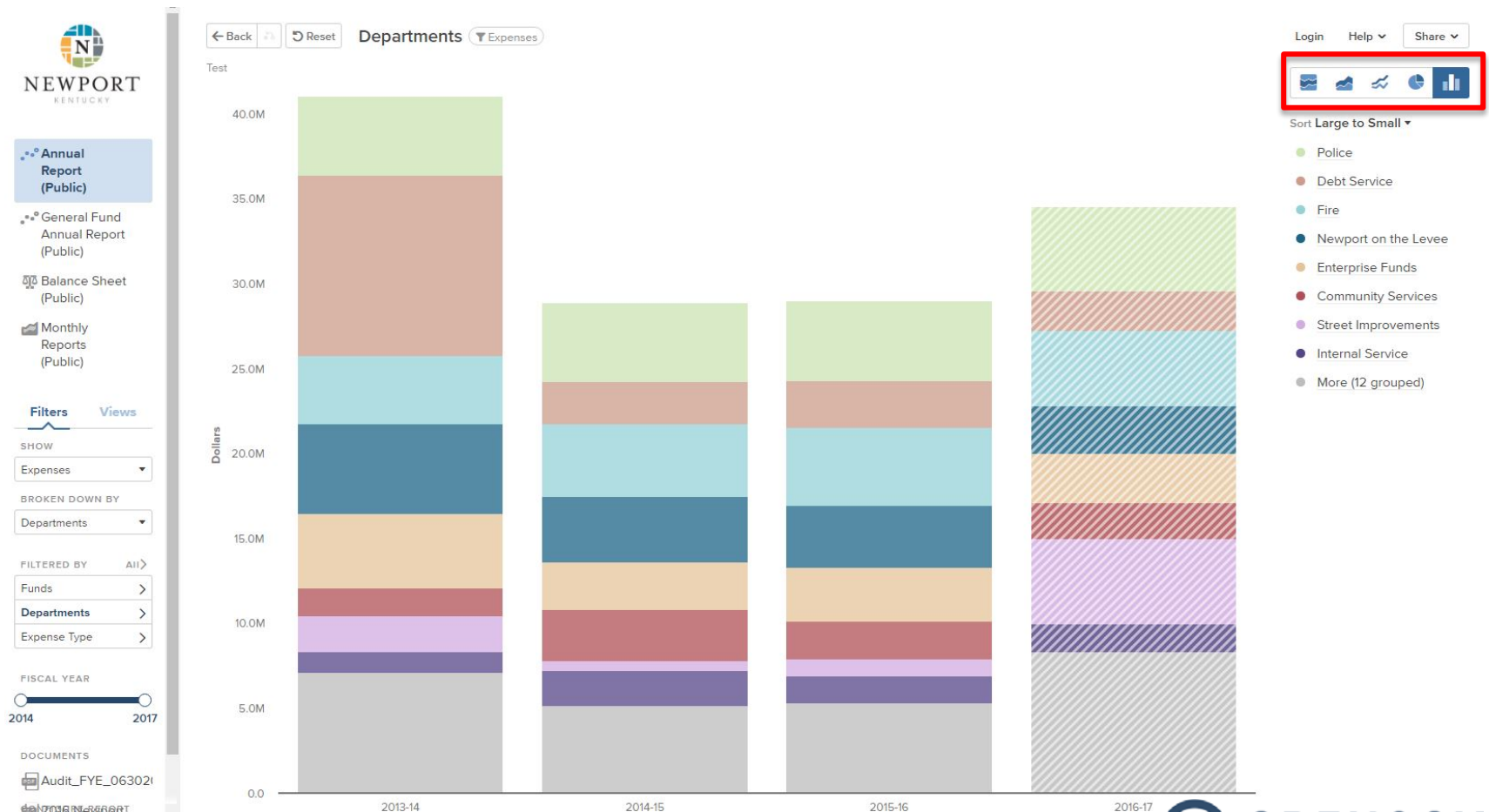
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The **Fiscal Year** slide bar allows you to view the range of years that you want to see from 2014-2017.



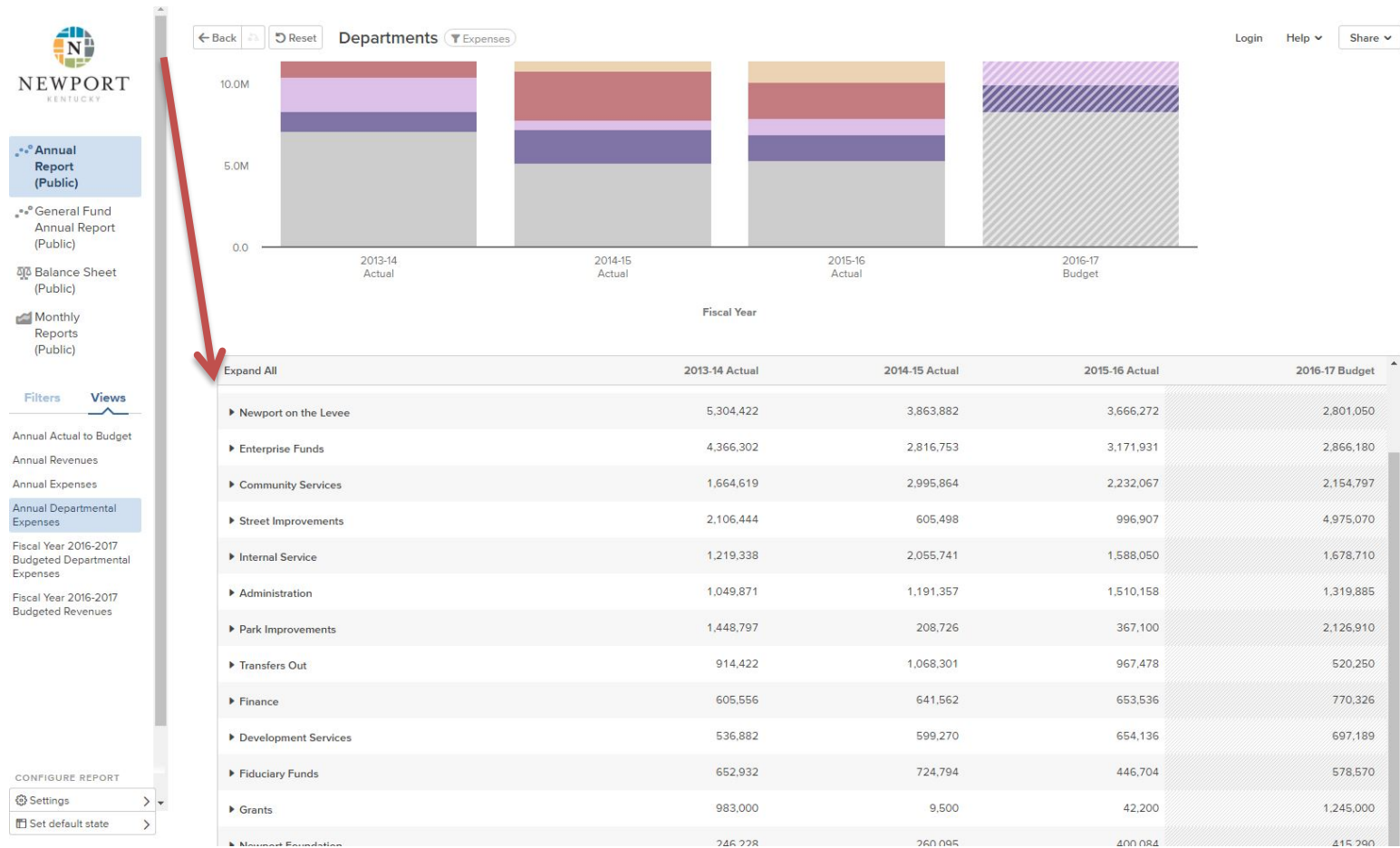
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There are **five different types of visual graphs** you can view: Stacked percentage graph, Stacked line graph, Line graph, Pie chart and Bar chart



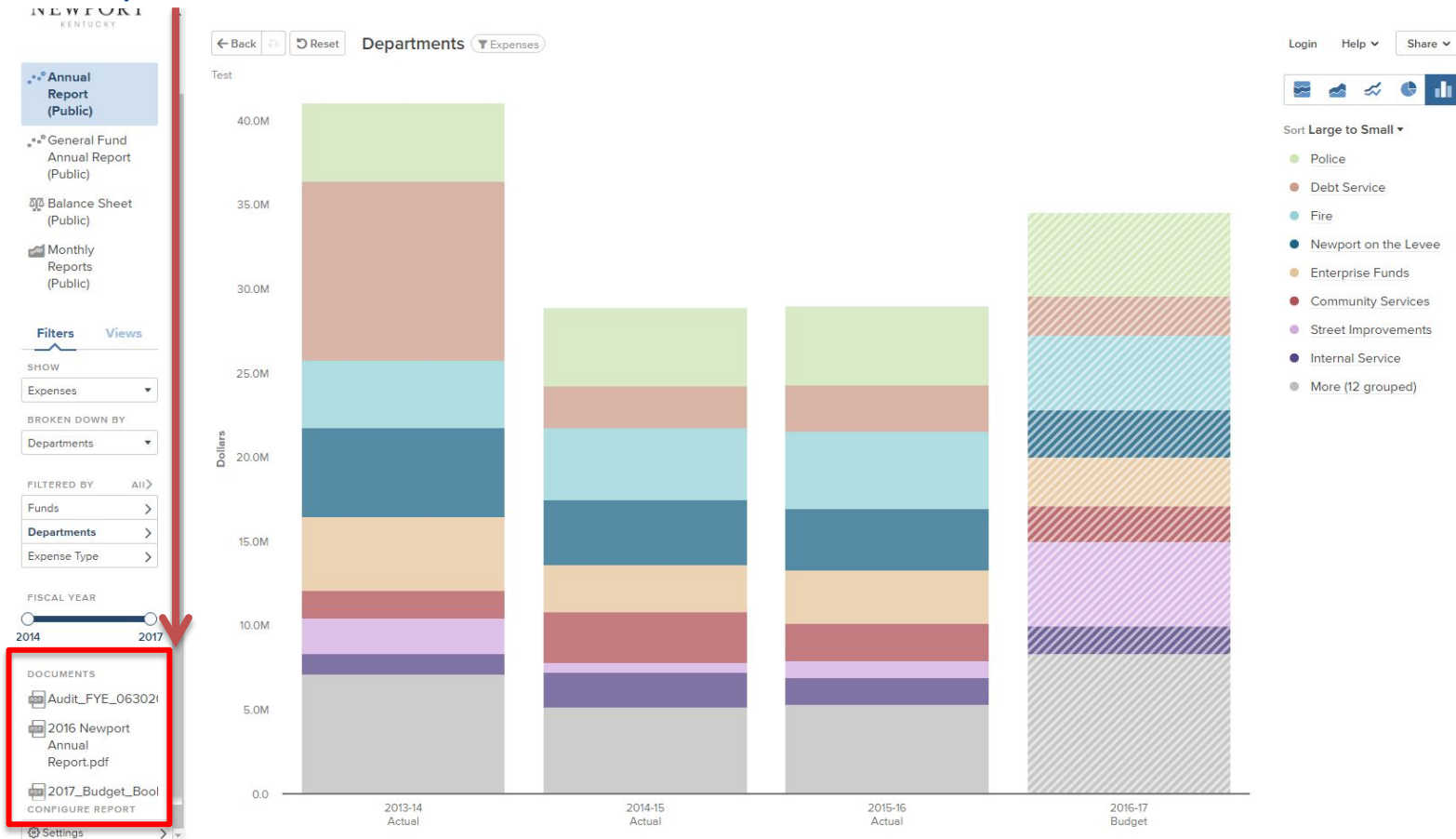
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By scrolling down the page you will find the accompanying **Data Table**.



Newport's Fiscal & Budget Transparency Tool: User Guide

We've added **documents** the FY 2016 Audit Report, the 2016 Annual Report and the 2016-2017 Annual Budget Book that you can download directly from the report.



Newport's Fiscal & Budget Transparency Tool: User Guide

Use the help drop-down to either: view a short **How-To Guide** with further tips on navigating or **Contact** the administrators of our site to provide feedback and ask questions.

